



Managed Risk Medical Insurance Board

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Student Assistant

Hourly Salary: \$8.00 – \$11.00

One Temporary/Hourly Position

Location: Downtown Sacramento

Final Filing Date: April 30, 2010

Job Number 0101712

General Statement of Duties:

Under direction of the SSM I and in a learning capacity, the incumbent will have a great opportunity to gain valuable analytical, administrative, and financial management skills. The Managed Risk Medical Insurance Board's mission is dedicated to improving the health of Californians by increasing access to affordable, comprehensive and quality health care coverage. Therefore this position will be working on various state programs such as the Healthy Families, Access for Mothers and Infants, Major Risk Medical Insurance Program or related county programs.

Assist the Financial Operations Manager in preparing payments on various programs and special projects; reconciliation of payment transactions using monthly CALSTAR reports. Assist staff with review of invoice and payment data provided from outside contract vendor. Prepare required documents for monthly board presentation. Prepare all related documents required of MRMIB for any audits or performance evaluation of contractors. General office support; such as, maintenance and update of desk procedures/manuals, experience in using Word, Excel, PowerPoint computer programs; perform analysis of data; assist in research, review, and other related activities for the unit.

Employment in this class is restricted to students who are admitted for enrollment in the subject matter curriculum that will prepare the student to assist in attaining the objectives of the department. The class provides a means of part-time or temporary employment where by students may receive on-the-job instruction and perform work that will provide practical experience in work tasks related to their field of study and develop familiarity with the laws and programs administered by the State of California. .

SPECIAL REQUIREMENTS

- Proof of application for, or enrollment as a student in, an appropriate college or university program. **A copy of original transcripts and proof of enrollment will be required upon hire.**
- Proficient in typing to a minimum of 40 words per minute.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

- Ability to work independently and take initiative.
- Attention to details and thoroughness in completing assignments.
- Good written and oral communication skills.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

How to Apply:

Interested students should apply at the following website: <http://www.ueijobs.com/hr>, it is the link for University Enterprises, Inc (UEI). If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.